



KING COUNTY
CASE MANAGEMENT SPECIALIST
KING COUNTY SUPERIOR COURT/Juvenile Programs
Hourly Rate Range: \$20.18 – \$25.63
Job Announcement: 04GF4517
Open: 8/16/04 Close: 8/27/04

WHO MAY APPLY: This position is open to the general public.

WHERE TO APPLY: Required forms and materials must be sent to: **Human Resources Department, King County Superior Court, 516 Third Avenue, KCC-SC-0203, Seattle, WA 98104**, or hand-delivered to the King County Superior Court Reception Desk, **Room E-550** at the above address. Application materials must be received by **4:30 p.m. on or before the closing date**. (Postmarks are NOT ACCEPTED). Please call (206) 296-9355 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above and by the due date will not be processed.

FORMS AND MATERIALS REQUIRED: A [Superior Court application form](http://www.metrokc.gov/kcsc/app.htm), resume and letter of interest detailing your background and describing how you meet or exceed the qualifications and primary job functions. **Only Superior Court application forms will be accepted.** Application forms are available in Room E-550, King County Courthouse in downtown Seattle, or Room 2D, Regional Justice Center in Kent. You can also download the form at <http://www.metrokc.gov/kcsc/app.htm>

WORK LOCATION: King County Superior Court Juvenile Court Services, located at 1401 East Jefferson Street and 1211 East Alder Street.

WORK SCHEDULE: Monday through Friday, 8:30 a.m. to 4:30 p.m.

PRIMARY JOB FUNCTIONS INCLUDE: This position supports the Juvenile Court programs by assessing needs of families involved in the court systems. The incumbent is responsible for the following:

- Provide direct case management services to families participating in Juvenile Court programs such as At-Risk Youth (ARY).
- Facilitates and refers families to appropriate community or school-based resources based on assessment.
- Assist families in meeting court ordered obligations, and making regular follow-up contact with families to ensure that services have been accessed and to offer additional assistance.
- Act as key contact and liaison with school-based and community-based youth and family service providers.
- Create and maintain list of community resources for community service hours, counseling, drug and alcohol evaluation and treatment, mental health assessment and treatment, and other social services.

QUALIFICATIONS: Bachelor's degree in social work, counseling or closely related field and two years experience in case management, family assessment, and information and referral practices, or an equivalent combination of education and three years experience performing the essential duties of the job. Experience with juvenile justice systems, at-risk youth and knowledge of local school and community-based resources strongly desired. Knowledge of computer software applications including word processing and database management.